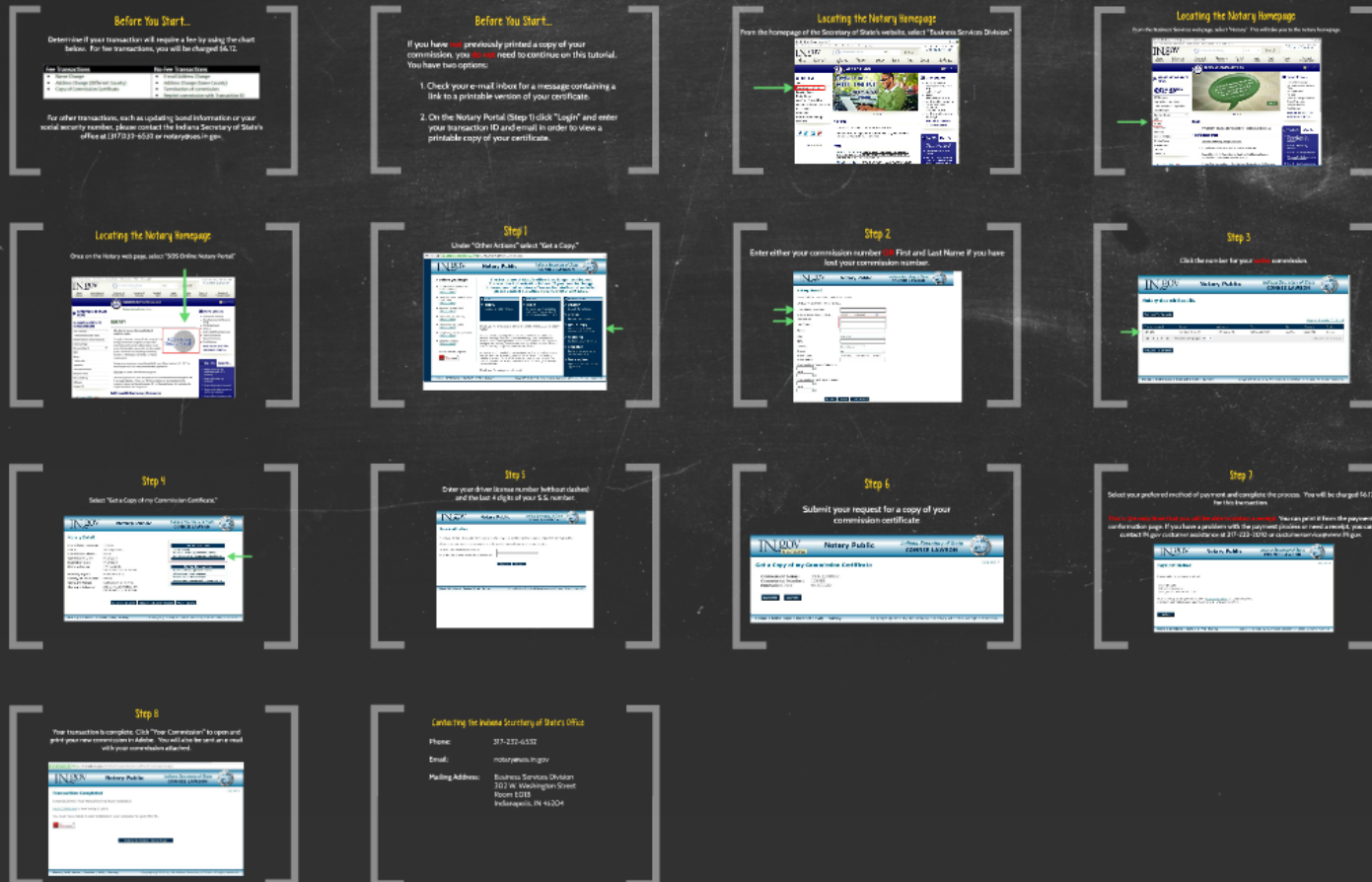
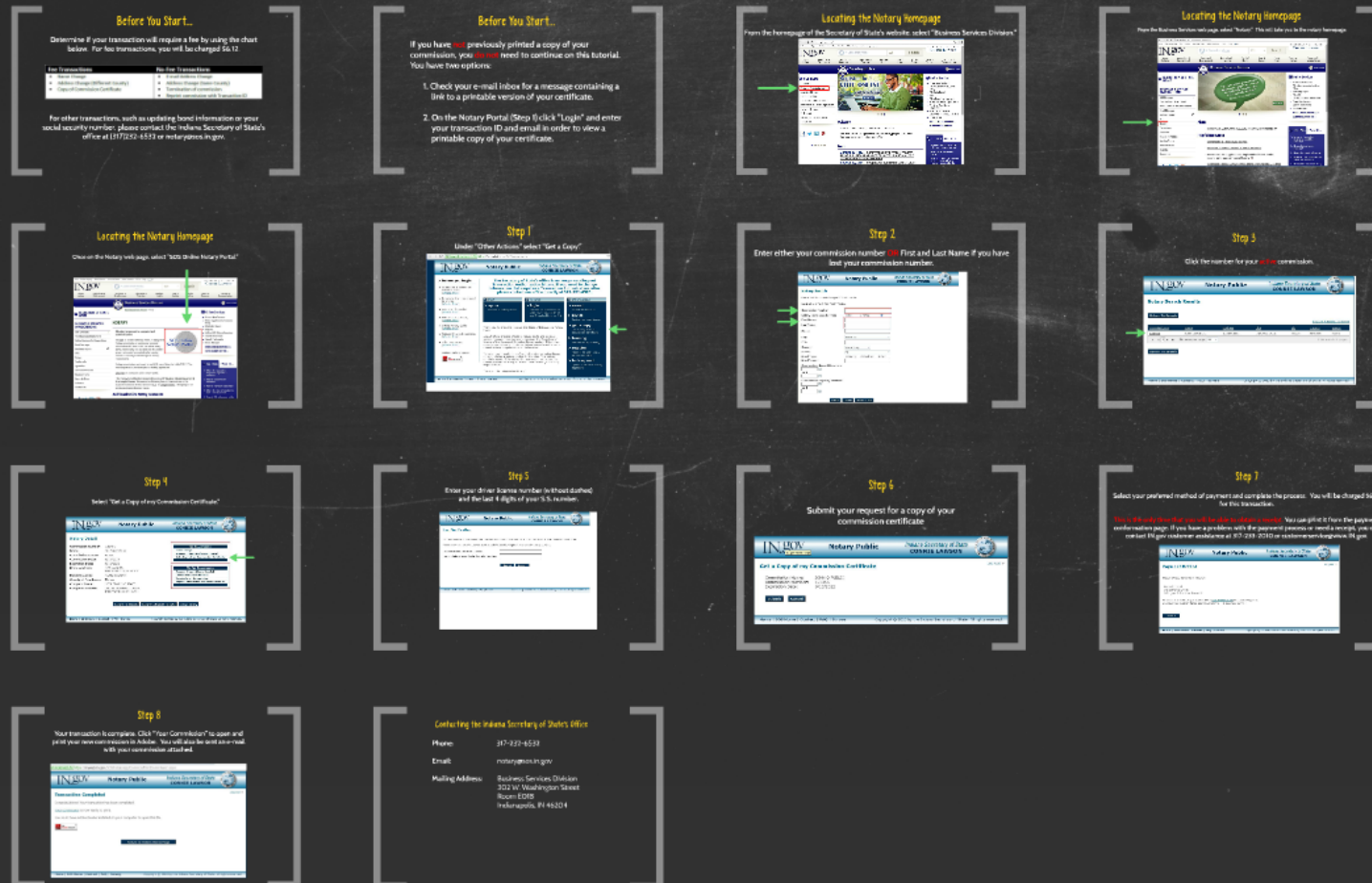


# Purchase a Copy of my Commission



Please view this Prezi in full screen mode.

# Purchase a Copy of my Commission



Please view this Prezi in full screen mode.

## Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No-Fee Transactions
<ul style="list-style-type: none"><li>• Name Change</li><li>• Address Change (Different County)</li><li>• Copy of Commission Certificate</li></ul>	<ul style="list-style-type: none"><li>• E-mail Address Change</li><li>• Address Change (Same County)</li><li>• Termination of commission</li><li>• Reprint commission with Transaction ID</li></ul>

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6532 or [notary@sos.in.gov](mailto:notary@sos.in.gov).

## Before You Start...

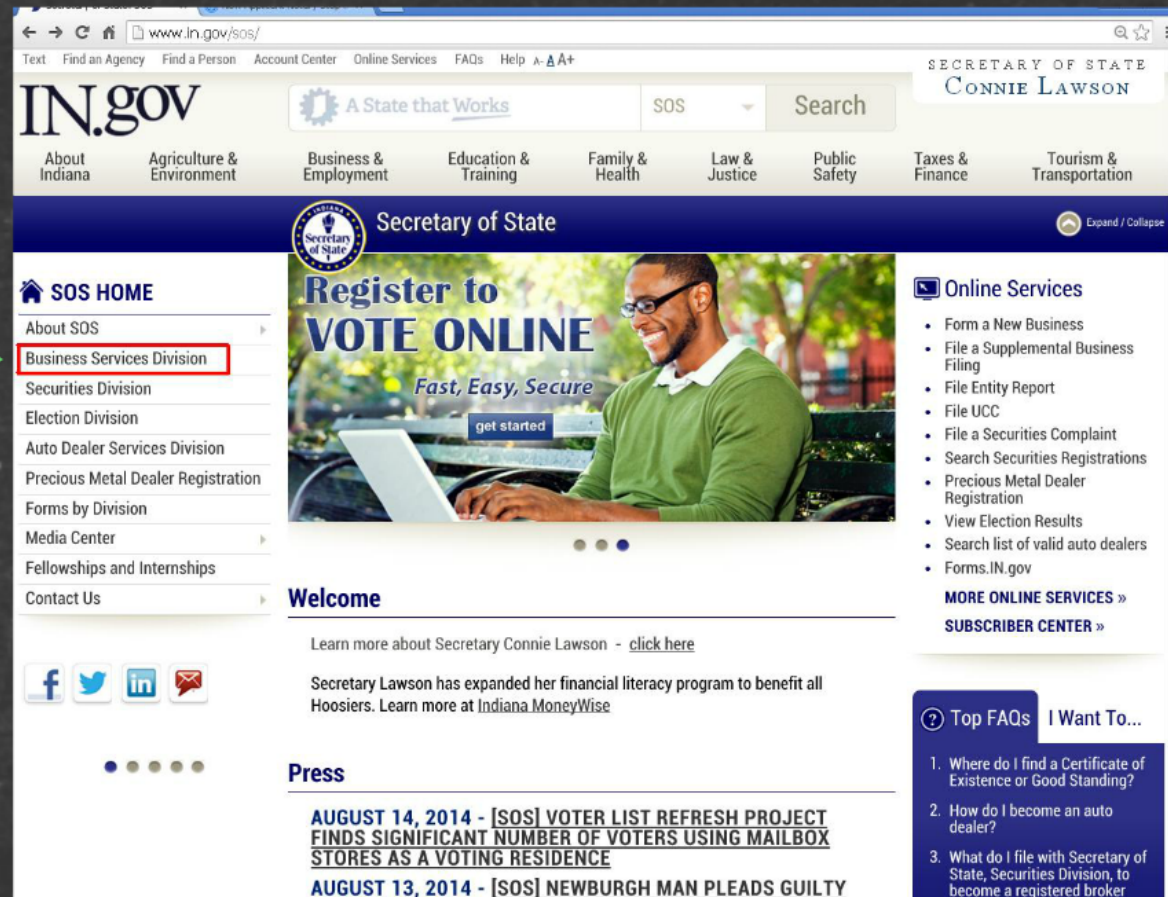
If you have **not** previously printed a copy of your commission, you **do not** need to continue on this tutorial. You have two options:

1. Check your e-mail inbox for a message containing a link to a printable version of your certificate.
2. On the Notary Portal (Step 1) click "Login" and enter your transaction ID and email in order to view a printable copy of your certificate.



# Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



The screenshot shows the homepage of the Indiana Secretary of State's website (www.in.gov/sos/). The page features a navigation bar with links to various departments: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. The main content area includes a large banner for "Register to VOTE ONLINE" with a "get started" button. To the left, a sidebar titled "SOS HOME" lists several divisions, with "Business Services Division" highlighted by a red box and a green arrow pointing to it. Other divisions listed include About SOS, Securities Division, Election Division, Auto Dealer Services Division, Precious Metal Dealer Registration, Forms by Division, Media Center, Fellowships and Internships, and Contact Us. The right sidebar contains "Online Services" with a list of links such as "Form a New Business", "File a Supplemental Business Filing", "File Entity Report", "File UCC", "File a Securities Complaint", "Search Securities Registrations", "Precious Metal Dealer Registration", "View Election Results", "Search list of valid auto dealers", and "Forms.IN.gov". Below this is a "MORE ONLINE SERVICES" link and a "SUBSCRIBER CENTER" link. The bottom section of the page includes a "Welcome" message, a "Press" section with recent news items, and a "Top FAQs" section with a list of frequently asked questions.

**SOS HOME**

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

**Online Services**

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

**WELCOME**

Learn more about Secretary Connie Lawson - [click here](#)

Secretary Lawson has expanded her financial literacy program to benefit all Hoosiers. Learn more at [Indiana MoneyWise](#)

**Press**

**AUGUST 14, 2014 - [SOS] VOTER LIST REFRESH PROJECT FINDS SIGNIFICANT NUMBER OF VOTERS USING MAILBOX STORES AS A VOTING RESIDENCE**

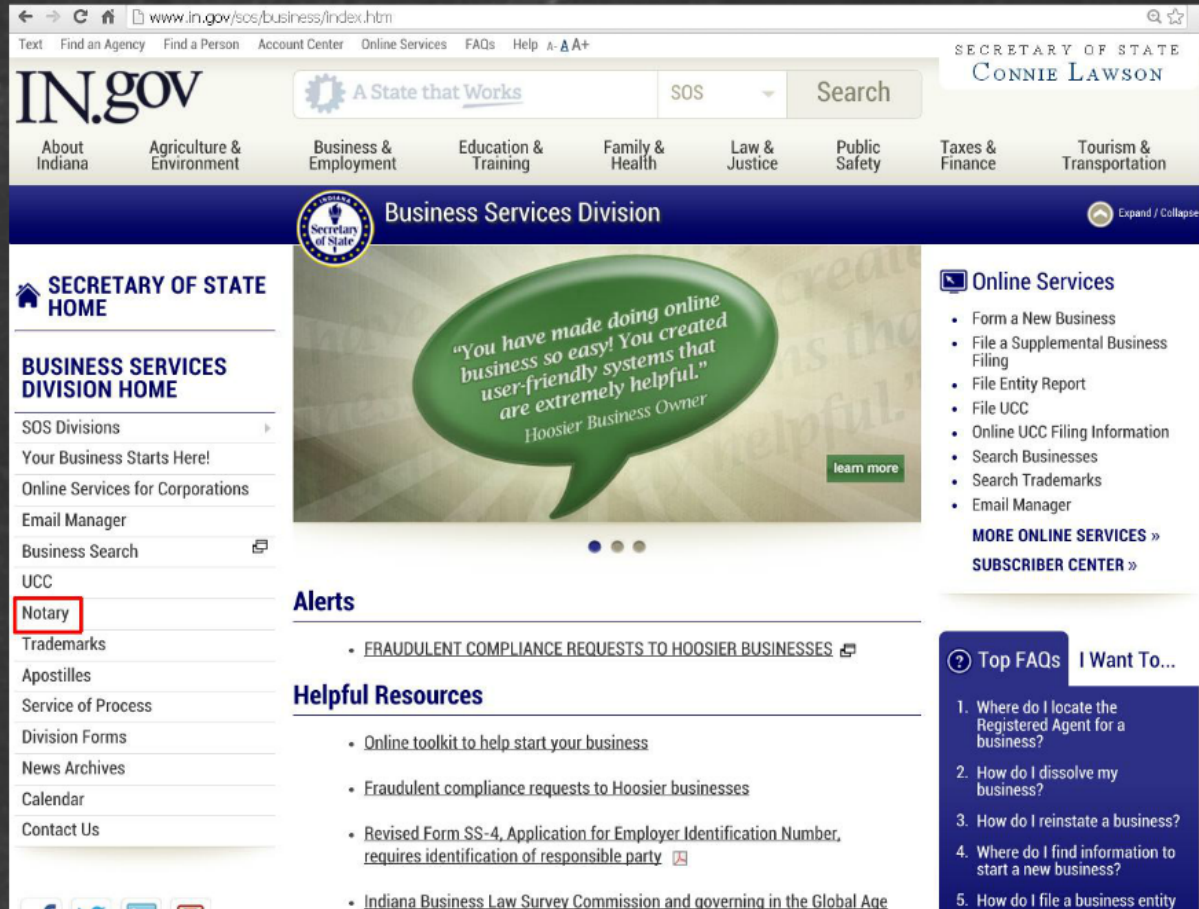
**AUGUST 13, 2014 - [SOS] NEWBURGH MAN PLEADS GUILTY**

**Top FAQs** | I Want To...

- Where do I find a Certificate of Existence or Good Standing?
- How do I become an auto dealer?
- What do I file with Secretary of State, Securities Division, to become a registered broker

# Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the IN.gov Business Services Division homepage. The left sidebar contains a list of links under the heading "BUSINESS SERVICES DIVISION HOME". The "Notary" link is highlighted with a red rectangular box. A green arrow points from the left towards this box. The main content area features a large green speech bubble with the text: "You have made doing online business so easy! You created user-friendly systems that are extremely helpful." attributed to a "Hoosier Business Owner". Below this, there are sections for "Alerts", "Helpful Resources", "Online Services", and "Top FAQs".

**IN.gov** A State that Works SOS Search

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

SECRETARY OF STATE  
CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

**Business Services Division** Expand / Collapse

**SECRETARY OF STATE HOME**

**BUSINESS SERVICES DIVISION HOME**

SOS Divisions  
Your Business Starts Here!  
Online Services for Corporations  
Email Manager  
Business Search  
UCC  
**Notary**  
Trademarks  
Apostilles  
Service of Process  
Division Forms  
News Archives  
Calendar  
Contact Us

**Online Services**

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

**MORE ONLINE SERVICES »**  
**SUBSCRIBER CENTER »**

**Alerts**

- [FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES](#)

**Helpful Resources**

- [Online toolkit to help start your business](#)
- [Fraudulent compliance requests to Hoosier businesses](#)
- [Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party](#)
- [Indiana Business Law Survey Commission and governing in the Global Age](#)

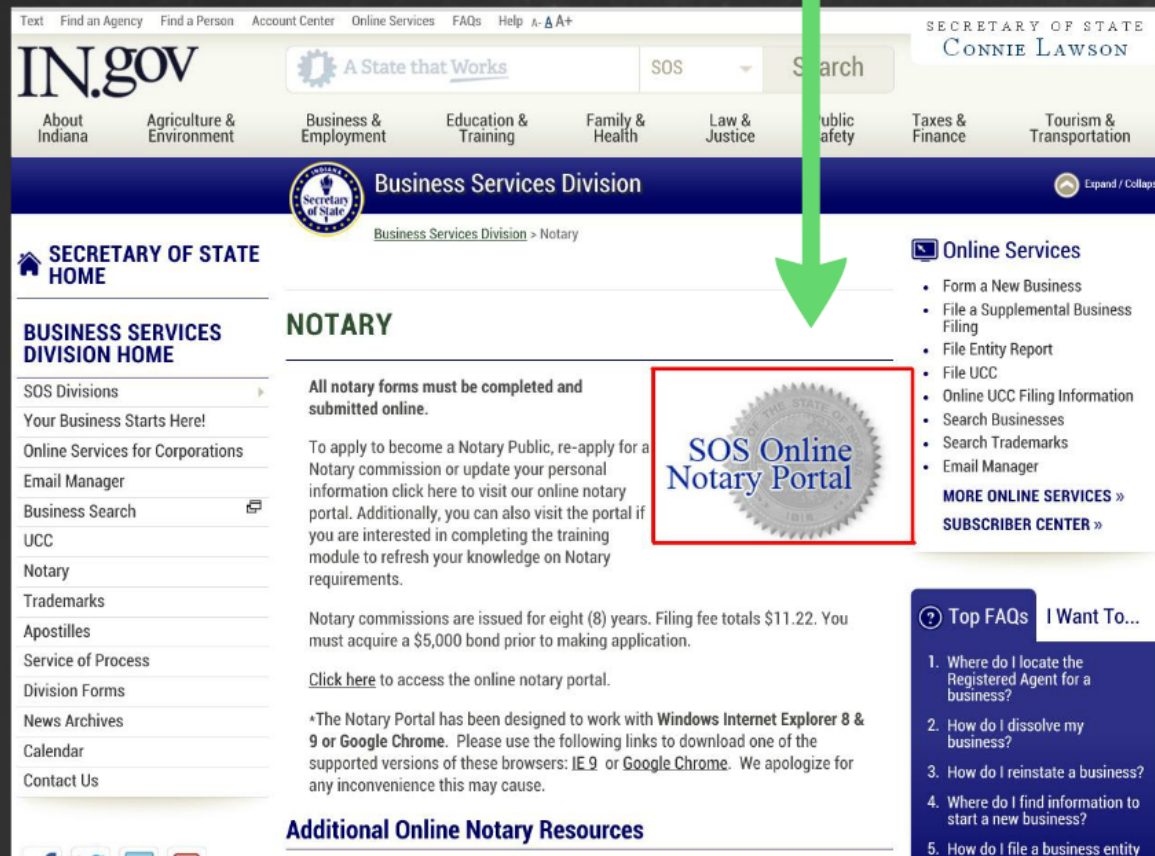
**Top FAQs** I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity



# Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



The screenshot shows the Indiana Secretary of State website. The top navigation bar includes links like 'Text', 'Find an Agency', 'Find a Person', 'Account Center', 'Online Services', 'FAQs', and 'Help'. The main header features the 'IN.gov' logo and a search bar. Below the header, there's a 'Business Services Division' section. On the left, a sidebar lists various services like 'SOS Divisions', 'Your Business Starts Here!', 'Online Services for Corporations', 'Email Manager', 'Business Search', 'UCC', 'Notary', 'Trademarks', 'Apostilles', 'Service of Process', 'Division Forms', 'News Archives', 'Calendar', and 'Contact Us'. The main content area is titled 'NOTARY' and contains information about online notary forms, application requirements, and a link to the 'SOS Online Notary Portal'. A green arrow points to this link, which is highlighted with a red box. To the right, there's a 'Online Services' section with links like 'Form a New Business', 'File a Supplemental Business Filing', 'File Entity Report', 'File UCC', 'Online UCC Filing Information', 'Search Businesses', 'Search Trademarks', and 'Email Manager'. At the bottom right, there's a 'Top FAQs' section with questions like 'Where do I locate the Registered Agent for a business?' and 'How do I dissolve my business?'.

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions Your Business Starts Here! Online Services for Corporations Email Manager Business Search UCC Notary Trademarks Apostilles Service of Process Division Forms News Archives Calendar Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click here to access the online notary portal.

\*The Notary Portal has been designed to work with Windows Internet Explorer 8 & 9 or Google Chrome. Please use the following links to download one of the supported versions of these browsers: IE 9 or Google Chrome. We apologize for any inconvenience this may cause.

Additional Online Notary Resources

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

# Step 1

Under "Other Actions" select "Get a Copy."

The screenshot shows the Indiana Notary Public website. The browser address bar displays the URL <https://myweb.in.gov/SOS/notaryapp/>. The page header includes the IN.gov logo, the text "Notary Public", and the Indiana Secretary of State's name, "CONNIE LAWSON", along with the state seal. The main content area is divided into three columns. The left column, titled "> before you begin", lists several steps and links for becoming a notary. The middle column contains a message from the Secretary of State's office and a thank you note. The right column, titled "3 Other Actions", lists various options: "> search", "> revise", "> get a copy", "> training", "> register", and "> bulk upload". A green arrow points to the "> get a copy" option. The footer includes navigation links (Home, SOS Home, Contact, FAQ, Survey) and a copyright notice for 2010.

State of Indiana [US] <https://myweb.in.gov/SOS/notaryapp/>

**IN.gov** Notary Public *Indiana Secretary of State*  
**CONNIE LAWSON**

**> before you begin**

- ✓ To become a Notary, an individual must ([What's This?](#))
- ✓ Determine the type of bond to provide. ([What's This?](#))
- ✓ Payment information. ([What's This?](#))
- ✓ Functions of a Notary. ([What's This?](#))
- ✓ Official Notary Guide. ([What's This?](#))
- ✓ Frequently asked questions. ([What's This?](#))
- ✓ Other Resources. ([What's This?](#))

Adobe Reader Required



**1 Start**  
**> apply**  
Become a Notary Public

**2 Resume**  
**> login**  
Resume your transaction with your Transaction ID and E-mail Address or PIN

**3 Other Actions**  
**> search**  
Search for notaries  
**> revise**  
Revise your commission  
**> get a copy**  
Get a copy of your commission certificate  
**> training**  
Perform notary training  
**> register**  
Register to apply via a service company  
**> bulk upload**  
Upload a batch of notary applicants

**The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.**

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.


Thank you for using Online Notary!

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## Step 2

Enter either your commission number **OR** First and Last Name if you have lost your commission number.

**IN.gov** **Notary Public** *Indiana Secretary of State*  
**CONNIE LAWSON** 

### Notary Search

Please find the commission you'd like to revise.

**NOTARY SEARCH CRITERIA**

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ Both

First Name:

Last Name:

Street:

City:


ZIP:


County:


Status:


Bond Type: ☐ Surety ☐ Freehold ☒ Both

Bond Issuer:

Commissions Issued Between:  



and  

Commissions Expiring Between:  

and  

## Step 3

Click the number for your **active** commission.

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

### Notary Search Results

[Return To Search](#)[Export Results To Excel](#)

<u>Commission #</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>County</u>	<u>Status</u>
<a href="#">123456</a>	JOHN Q PUBLIC	123 MAIN ST.	INDIANAPOLIS	46204	MARION	Active


[«](#) [<](#) **1** [>](#) [»](#) Notaries per page: 100 [v](#) 1 Notaries in 1 pages

[Return To Search](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#) Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

## Step 4

Select "Get a Copy of my Commission Certificate."

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

**Notary Detail**

Commission Number:

123456

Name:

JOHN Q PUBLIC

Commission Status:

Active

Commission Date:

9/16/2014

Expiration Date:

9/15/2022

Home Address:

123 MAIN ST.  
INDIANAPOLIS, IN 46204

Bonding Agent:

ACME Insurance

County of Residence:

Marion

Company Name:

SECRETARY OF STATE

Company Address:

200 W. WASHINGTON ST.  
INDIANAPOLIS, IN 46204

[Return To Search](#)

[Return to Search Results](#)

[View History](#)

**FEE TRANSACTIONS**

[Name Change](#)

[Address Change \(Different County\)](#)

[Get a Copy of my Commission Certificate](#)

**NO-FEE TRANSACTIONS**

[Address Change \(Same County\)](#)

[Change my E-mail Address](#)





[Terminate my Commission](#)

[Reprint Commission with Transaction ID](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

## Step 5

Enter your driver license number (without dashes)  
and the last 4 digits of your S.S. number.



### User Verification

You have selected a transaction that requires you to verify your identity with the Secretary of State's Notary Public office.

Please enter your Driver's License Number and the last four digits of your Social Security Number.

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:

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## Step 6

Submit your request for a copy of your  
commission certificate



**Notary Public**

*Indiana Secretary of State*  
**CONNIE LAWSON**



[Log out »](#)

### Get a Copy of my Commission Certificate

Commission Name: JOHN Q PUBLIC  
Commission Number: 123456  
Expiration Date: 9/15/2022

**Submit**

**Cancel**


[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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## Step 7

Select your preferred method of payment and complete the process. You will be charged \$6.12 for this transaction.

**This is the only time that you will be able to obtain a receipt.** You can print it from the payment conformation page. If you have a problem with the payment process or need a receipt, you can contact IN.gov customer assistance at 317-233-2010 or [customerservice@www.IN.gov](mailto:customerservice@www.IN.gov).

**Notary Public**

Indiana Secretary of State  
**CONNIE LAWSON**



**Payment Method**[Log out »](#)

Please select a payment method.

- ☒ Credit Card
- ☐ Electronic Check
- ☐ IN.gov Subscriber Account

*Not currently an IN.gov subscriber? [Get information](#) on becoming one.  
(Account activation takes approximately 1 - 2 business days.)*

Select


[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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## Step 8

Your transaction is complete. Click "Your Commission" to open and print your new commission in Adobe. You will also be sent an e-mail with your commission attached.

of Indiana [US] <https://myweb.in.gov/SOS/notaryapp/Common/PrintCommission.aspx>


**IN.gov** **Notary Public** *Indiana Secretary of State*  
**CONNIE LAWSON** 

**Transaction Completed** [Log out »](#)

Congratulations! Your transaction has been completed.

[Your commission](#) is now ready to print.

You must have Adobe Reader installed on your computer to open this file.



[Return to Notary Home Page](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#) Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

## Contacting the Indiana Secretary of State's Office

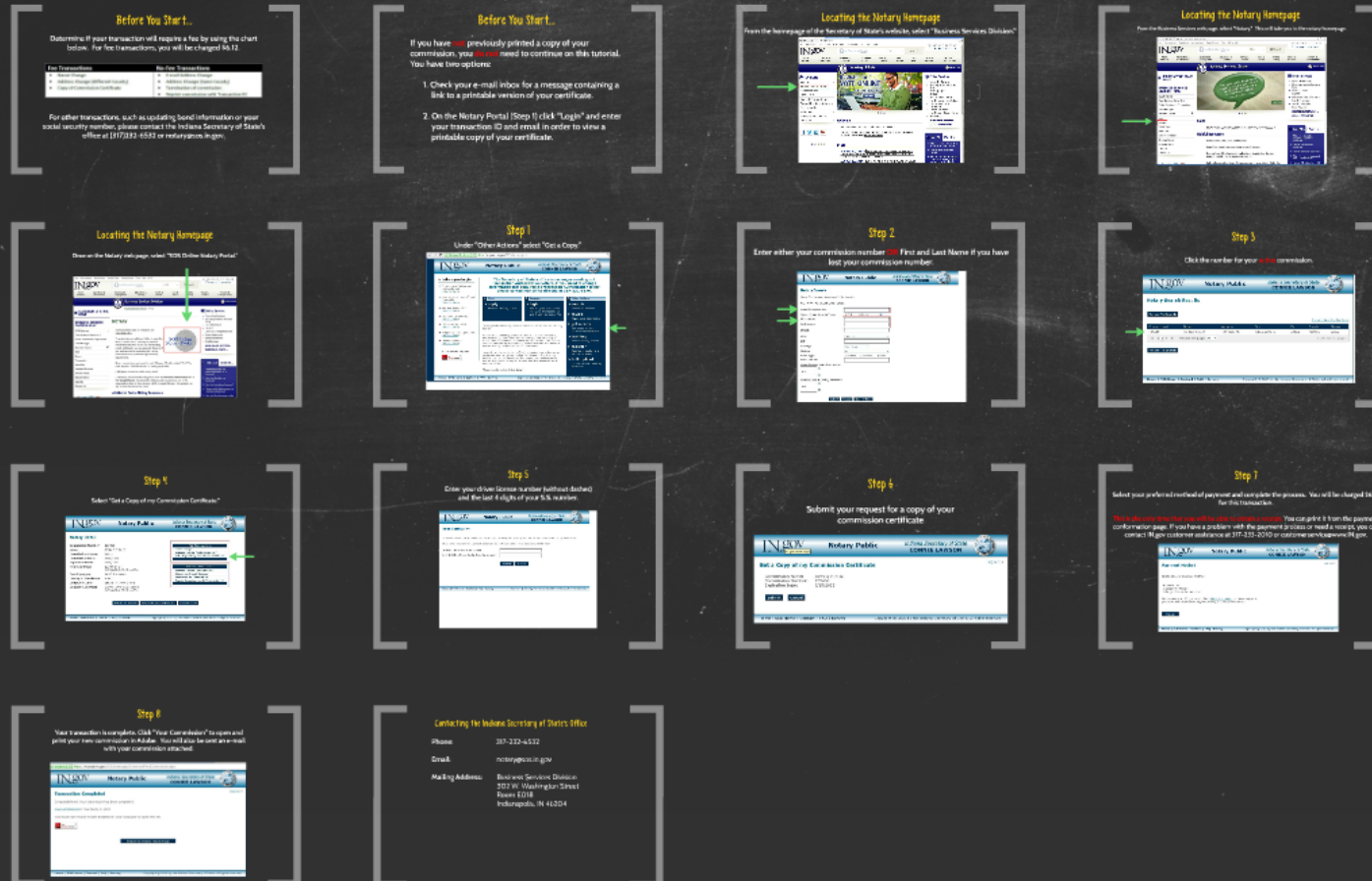
**Phone:** 317-232-6532

**Email:** [notary@sos.in.gov](mailto:notary@sos.in.gov)

**Mailing Address:** Business Services Division  
302 W. Washington Street  
Room E018  
Indianapolis, IN 46204



# Purchase a Copy of my Commission



Please view this Prezi in full screen mode.